

Local Agency Program Information Advisory

LAP 2021-06
OCTOBER 27, 2021

From Tracie Leix, Local Agency Program Engineer

PROCEDURES FOR REQUESTING PROJECTWISE FOLDER AND SUBMITTING LOCAL AGENCY ENVIRONMENTAL CLEARANCE 5323 FORM

OCTOBER 2021

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*This advisory is superseded by
any subsequent revisions to the
references listed in this index.*

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Effective December 1, 2021, local agencies will be required to request a ProjectWise project folder prior to submitting their Environmental Clearance 5323 Form to MDOT Local Agency Program.

Submission of the Environmental Clearance 5323 Form is typically the first interaction between a local agency and MDOT Local Agency Program (LAP) staff and is the first step in setting up a ProjectWise folder for each project. Refer to the current Project Planning Guide on the [MDOT LAP website](#) for general information regarding project schedules and milestones.

Procedures for requesting a ProjectWise folder followed by submission of the Environmental Clearance 5323 Form can be found on the [MDOT LAP website](#) at the following link:

[Procedure for Submission of a Local Agency Environmental Clearance 5323 Form to the MDOT LAP](#)

For questions on access to or general use of ProjectWise email MDOT-ProjectWiseLocalAgency@Michigan.gov.